



STATE OF ALABAMA

DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING

INVITATION TO BID

INVITATION TO BID NO: 11-X-2220036

REQ. AGENCY : 006000  
UJS/ADMIN OFFICE OF COURTS  
AGENCY REQ. NO. :  
T-NUMBER : TA374  
DATE ISSUED : 07/23/10  
VENDOR NO. :  
VENDOR PHONE NO. :  
SNAP REQ. NO. : 1443575  
BUYER NAME : BERNIE ARANT

FOR: JANITORIAL SER. AL JUDICIAL BUILDING

BUYER PHONE NO. : (334) 242-4201-  
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:  
DATE: 08/26/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:  
DATE: 08/27/10 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE  
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE \_\_\_\_\_ DAYS OR \_\_\_\_\_ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: \_\_\_\_\_(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN \_\_\_\_\_ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: \_\_\_\_\_  
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: \_\_\_\_\_  
INTERNET WEBSITE: \_\_\_\_\_
6. GENERAL CONTRACTOR'S LICENSE NO: \_\_\_\_\_  
TYPE OF G.C. LICENSE: \_\_\_\_\_

\*\*\*\*\* IMPORTANT NOTE: \*\*\*\*\*

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE  
ITEM 7 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING  
P O BOX 302620  
MONTGOMERY, AL 36130-2620

COURIER

STATE OF ALABAMA  
DIVISION OF PURCHASING  
RSA UNION BUILDING  
100 N. UNION ST., SUITE 192  
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.  
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN  
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO  
REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

\_\_\_\_\_ DAY OF \_\_\_\_\_

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: \_\_\_\_\_

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -

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INVITATION TO BID

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS

REV: 01/14/10

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.
6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX  
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED  
BID RECEIVED LATE  
BID NOT SIGNED/NOT ORIGINAL SIGNATURE  
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION  
NOTARIZED OWN SIGNATURE  
REQUIRED INFORMATION NOT SUBMITTED WITH BID  
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

#### INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

#### ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

#### INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

#### PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

#### SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

#### INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

#### BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

#### FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

#### BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

SPECIAL TERMS & CONDITIONS

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AWARD:

THE AWARD SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

BID GUARANTEE: \$10,000.00

EACH BIDDER MUST SUBMIT WITH HIS BID, A BID GUARANTEE PAYABLE TO THE STATE OF ALABAMA CONSISTING OF A CASHIER'S CHECK, OTHER TYPE BANK CERTIFIED CHECK (PERSONAL OR COMPANY CHECKS ARE NOT ACCEPTABLE), MONEY ORDER OR SURETY BOND, ISSUED BY A COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE OF ALABAMA AS A GUARANTEE OF GOOD FAITH AND FIRM BID FOR NINETY (90) DAYS. THE DIRECTOR OF THE DEPARTMENT OF FINANCE, OR HIS DESIGNEE, SHALL BE THE CUSTODIAN OF THE BID GUARANTEE. BID GUARANTEE MUST REFERENCE THE BID.

PERFORMANCE GUARANTEE: \$50,000.00

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH WITHIN TEN (10) STATE WORKING DAYS AFTER NOTIFICATION OF AWARD A PERFORMANCE SECURITY IN THE AMOUNT SPECIFIED IN THE INVITATION TO BID AS A GUARANTEE TO PROVIDE GOODS OR SERVICES AS SPECIFIED IN BID. THE GUARANTEE SHALL CONSIST OF A CASHIER'S CHECK, OTHER TYPE BANK CERTIFIED CHECK (PERSONAL OR COMPANY CHECKS ARE NOT ACCEPTABLE), MONEY ORDER OR SURETY BOND, ISSUED BY A COMPANY AUTHORIZED TO DO BUSINESS WITHIN THE STATE OF ALABAMA. THE DIRECTOR OF THE DEPARTMENT OF FINANCE, OR HIS DESIGNEE, SHALL BE THE CUSTODIAN OF THE PERFORMANCE GUARANTEE. PERFORMANCE GUARANTEE MUST REFERENCE THIS BID AND BE PAYABLE TO THE STATE OF ALABAMA.

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

MINIMUM WAGE:

IN THE EVENT THE FEDERAL GOVERNMENT INCREASES THE MINIMUM WAGE DURING A CONTRACT PERIOD, THE VENDOR SHALL INCREASE THE WAGES TO MATCH THE NEW RATE AS SOON AS POSSIBLE AFTER THE EFFECTIVE DATE.

NOTE: VENDOR MUST INCLUDE IN THE MONTHLY RATE THE COST OF SUPPLIES FOR THE DURATION OF THE CONTRACT. THE ONLY INCREASE IN THE MONTHLY RATE WILL BE ANY INCREASE IN THE MINIMUM WAGE TIMES NUMBER OF EMPLOYEES AND TOTAL HOURS WORKED PER LOCATION.

NON-APPROPRIATION OF FUNDS:

CONTINUATION OF ANY AGREEMENT BETWEEN THE STATE AND A BIDDER BEYOND A FISCAL YEAR IS CONTINGENT UPON CONTINUED LEGISLATIVE APPROPRIATION OF FUNDS FOR THE PURPOSE OF THIS BID AND ANY RESULTING AGREEMENT. NON-AVAILABILITY OF FUNDS AT ANY TIME SHALL CAUSE ANY AGREEMENT TO BECOME VOID AND UNENFORCEABLE AND NO LIQUIDATED DAMAGES SHALL ACCRUE TO THE STATE AS A RESULT. THE STATE WILL NOT INCUR LIABILITY BEYOND THE PAYMENT OF ACCRUED AGREEMENT PAYMENT.

PRORATION:

ANY PROVISION OF A CONTRACT RESULTING FROM THIS BID TO THE CONTRARY NOTWITHSTANDING, IN THE EVENT OF FAILURE OF THE STATE TO MAKE PAYMENT HEREUNDER AS A RESULT OF PARTIAL UNAVAILABILITY, AT THE TIME SUCH PAYMENT IS DUE, OF SUCH SUFFICIENT REVENUES OF THE STATE TO MAKE SUCH PAYMENT (PRORATION OF APPROPRIATED FUNDS FOR THE STATE HAVING BEEN DECLARED BY THE GOVERNOR PURSUANT TO SECTION 41-4-90 OF THE CODE OF ALABAMA 1975), THE CONTRACTOR SHALL HAVE THE OPTION, IN ADDITION TO THE OTHER REMEDIES OF THE CONTRACT, OF RENEGOTIATING THE CONTRACT (EXTENDING OR CHANGING PAYMENT TERMS OR AMOUNTS) OR TERMINATING THE CONTRACT.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

PRICING - UNREALISTICALLY LOW

PRICES SHALL BE ACCURATE AND COMPLETE TO COVER THE PERFORMANCE OF ALL REQUIRED WORK. AN UNREALISTICALLY LOW PRICE MAY ELIMINATE A VENDOR FROM COMPETITION ON THE BASIS OF MISUNDERSTANDING THE REQUIREMENTS OR VENDOR HAS SUBMITTED AN IMPROVIDENT BID. PRICE DATA OF REQUIRED WORK IS NOT REQUIRED WITH THE BID. UPON NOTIFICATION, THIS INFORMATION IS TO BE PROVIDED WITHIN 5 DAYS, OR VENDOR WILL NOT BE CONSIDERED ON THE LOCATION WITH UNREALISTIC PRICES.

VENDOR REFERENCES:

VENDOR SHOULD PROVIDE A MINIMUM OF THREE REFERENCES WITH THEIR BID. INCLUDE COMPANY, ADDRESS, TELEPHONE, CONTACT PERSON AND PERIOD SERVICE WAS PERFORMED. WITHOUT REFERENCES, A THOROUGH EVALUATION CANNOT BE CONDUCTED AND COULD DELAY AWARD OF THE BID. VENDOR MUST LIST REFERENCES THAT ARE EQUAL IN SQUARE FOOTAGE AND SCOPE OF WORK REQUIRED TO THE LOCATIONS LISTED ON THIS BID. FAILURE TO INCLUDE REFERENCES OF LIKE SIZE AND SCOPE OF WORK REQUIRED WILL BE CAUSE FOR YOUR BID TO BE REJECTED.

NOTE TO VENDORS:

VENDORS ARE CAUTIONED TO READ EVERY PAGE OF THIS I.T.B. TO CLEARLY UNDERSTAND WHAT IS REQUIRED TO CLEAN EACH BUILDING. THE STATE WILL ACCEPT NOTHING LESS THAN WHAT IS CALLED FOR IN THE SPECIFICATIONS. EXAMPLE: IF THE CLEANING SCHEDULE STATES THAT THE CARPET IS TO BE VACUUMED NIGHTLY, THAT IS EXACTLY WHAT IS REQUIRED TO MEET THE SPECIFICATION. WEEKLY OR MONTHLY VACUUMING IS NOT ACCEPTABLE!

VENDORS ARE CAUTIONED TO BID ONLY ON FACILITIES THAT THEY CAN AND WILL SERVICE IN ACCORDANCE WITH THE SPECIFICATIONS LISTED IN THIS I.T.B. FOR THE PERIOD DESIGNATED. RANDOM BIDDING RESULTING IN SUBSEQUENT CONTRACT CANCELLATIONS MAY BE GROUNDS FOR THE VENDOR'S REMOVAL FROM THE STATE'S QUALIFIED BIDDER'S LIST.

ATTACHMENTS

VENDOR NAME :

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VENDOR MUST PROVIDE REFERENCES THAT ARE COMPARABLE IN SQUARE FEET AND SCOPE TO THE LOCATION(S) IN THIS BID. FAILURE TO INCLUDE THOSE OF LIKE SIZE AND SCOPE WILL CAUSE YOUR BID TO NOT BE CONSIDERED.

\*

WE FOLLOW THE GENERALLY ACCEPTED GUIDELINE THAT ALL MONTHS OF THE YEAR HAVE 22 WORKING DAYS.

\*

THE VENDOR IS REQUIRED TO NOTIFY STATE PURCHASING AND THE REQUESTING AGENCY WITHIN 5 DAYS OF A CHANGE OF MAILING ADDRESS AND/OR CONTACT TELEPHONE NUMBER. FAILURE TO DO SO MAY BE GROUNDS TO CANCEL THIS CONTRACT.

\*

VENDOR MUST PROVIDE A PHYSICAL ADDRESS ON THIS INVITATION TO BID.

\*

PRICE SHEET

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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UNLESS SPECIFIED OTHERWISE BELOW:

SHIP TO: R1 /

STATEWIDE

00001	COMMODITY CODE: 910-39-053515 JANITORIAL/CUSTODIAL SERVICES PER THE ATTACHED SPECIFICATIONS, FOR THE STATE OF ALABAMA JUDICIAL BUILDING 300 DEXTER AVE. MONTGOMERY, AL 36130	1	MO		
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THIS BUILDING CONTAINS APPROXIMATELY  
268,000 SQUARE FEET.

ALL BIDDERS WILL BE REQUIRED TO FURNISH  
A BID GUARANTY FOR \$10,000.00 IN  
ACCORDANCE WITH THE TERMS AND CONDITIONS  
OF THE BID.

THE SUCCESSFUL BIDDER WILL BE REQUIRED  
TO FURNISH A PERFORMANCE AND PAYMENT  
GUARANTY OF \$50,000.00 IN ACCORDANCE  
WITH THE BID REQUIREMENTS.

A SITE VISIT IS MANDATORY. VENDORS  
MUST CALL KERMIT SUGGS AT 334-229-0683  
TO SCHEDULE A DATE AND TIME FOR THE  
VISIT.

PAGE TOTAL

BID TOTAL

# **ROUTINE SERVICES, TASKS, AND FREQUENCIES**

## **CUSTODIAL SERVICES FOR THE STATE OF ALABAMA JUDICIAL BUILDING**

### **Project Manager and Day Porters are 5 days per week.**

For the purpose of this agreement, nightly shall mean three (3) nights per week (Monday, Wednesday and Friday nights.) Day Porter duties are performed Monday — Friday.

#### **I. OFFICE AREAS**

##### **THREE (3) NIGHTS PER WEEK**

##### **NIGHTLY**

- A. WASTEBASKETS AND TRASH CONTAINERS:** Wastepaper containers and other waste receptacles will be emptied and returned to original locations. Plastic liners will be furnished as needed, when requested. All waste will be collected and removed to a central waste disposal area.
- B. ASHTRAYS:** All ashtrays are to be emptied and wiped clean and dry. All adherents are to be removed as they accumulate daily. Water urns (if any) are to be emptied, cleaned, and filled with fresh water. Sand urns (if any) are to be cleaned and sand sifted. . Fresh sand will be used as needed, with sand to be furnished by the UJS.
- C. DESKS, CHAIRS, AND FILE CABINETS:** Desks will be thoroughly dusted on all horizontal surfaces, and wood desktops shall be dusted with soft, treated dust cloths. Vinyl, Formica, and glass tops may be dusted with a treated or damp cloth. Bottle and cup rings and/or any other spillage are to be cleaned as needed. Services to desktops will of necessity be limited to those tops, which are reasonably clear of work papers. Desktops that are heavily laden with papers are to be dusted only in the exposed areas. Chairs will be dusted on all horizontal surfaces. Fabric-upholstered seats and arms and side chairs are to be spot whisked. All chairs are to be replaced in original positions to maintain an overall orderly and neat appearance.
- D. GENERAL DUSTING:** The following surfaces and items will be hand dusted, using a treated cloth or, when needed, a damp cloth: miscellaneous cabinets, window sills, coat racks, ledges and shelves under six feet, telephones, and other desktop accouterments. NOTE: Handling of desktop personal effects, such as vases and other decorations will be held to a minimum. Glass-top desks will be damp wiped and polished.
- E. CARPETS:** Carpets will be vacuumed in traffic lanes and around desks, with particular attention given to knee-well areas.
- F. WALLS:** Wall surfaces around light switches; handrails, doorknobs, and other heavy traffic areas are to be spot cleaned as needed.



- G. **TILE FLOORS:** All tile floor areas are to be dust mopped with chemically treated dust mops. Spills and stains are to be spot mopped on a daily basis.
- H. **GLASS PARTITIONS:** Interoffice glass panels are to be cleaned to remove fingerprints and smudges.

#### **WEEKLY**

- A. **TELEPHONES:** Phones are to be damp wiped with a disinfectant solution.
- B. **CARPETS:** All carpeted floor areas are to be thoroughly vacuumed. Accessory tools will be used in hard-to-reach. Operator will exercise care to ensure that vacuum does not bump or mar furniture. Spot cleaning is to be performed as needed to remove spillage.
- C. **PICTURES:** All wall pictures and other wall adornments are to be dusted.
- D. **BASEBOARDS AND LOW VENTS:** Baseboards and low vents are to be dusted.
- E. **VERTICAL FURNITURE SURFACES:** Sides of desks, credenzas, and other furniture are to be dusted with a treated cloth.

#### **MONTHLY**

- A. **HIGH DUSTING:** Ceiling vents, air duct vents, and ledges above six feet are to be thoroughly dusted. Either treated cloths, soft dust cloths, or vacuums may be used for this operation.
- B. **UPHOLSTERED FURNITURE:** All upholstered furniture will be vacuumed with proper attachments designed for this purpose.
- C. **BLINDS:** Blinds will be thoroughly dusted on front and back using a treated cloth or when needed, a damp cloth.

#### **ANNUALLY**

- A. **DRAPES:** Drapes will be vacuumed.

## **II. CORRIDORS AND LOBBIES**

#### **NIGHTLY**

- A. **WASTEBASKETS AND TRASH CONTAINERS:** Wastepaper containers and other waste receptacles will be emptied and returned to original locations. Plastic liners will be furnished as needed, when requested. All waste will be collected and removed to a central waste disposal area.

- B. ASHTRAYS:** All ashtrays are to be emptied and wiped clean and dry. All adherents are to be removed as they accumulate daily. Water urns (if any) are to be emptied, cleaned, and filled with fresh water. Sand urns (if any) are to be cleaned and the sand sifted. Fresh sand will be used as needed, with sand to be furnished by the UJS.
- C. LEDGES AND HANDRAILS:** All ledges, handrails, and other surfaces prone to dust accumulation will be dusted.
- D. WALLS:** Wall surfaces around light switches; handrails, doorknobs, and other heavy traffic areas are to be spot cleaned as needed.
- E. WATER FOUNTAINS:** To ensure a clean, healthful condition at water fountains, the dispensing area and bowls are to be washed with a disinfectant solution and dry shined. The sides of the metal housing will be damp wiped to remove streaks and runs.
- F. ENTRANCE AREAS:** All glass doors are to be cleaned on both sides. Side panels are to be spot cleaned as needed and will be cleaned completely once a week.
- G. FLOORS:** Carpeted floors are to be thoroughly vacuumed. Tile or terrazzo areas will be dust mopped with a specially treated mopping tool. During inclement weather, tile or other hard surface floors will be damp mopped around entryways as needed.
- H. ENTRANCE MATS:** Fabric-coated entrance mats are to be vacuumed. Rubber or vinyl mats are to be swept or brushed, as the situation warrants.
- I. DIRECTORY GLASS:** This area, usually one of the first items a visitor will see, will be cleaned and dryshined.

### **MONTHLY**

- A. HIGH DUSTING AND CLEANING:** All high ledges, doorframes, etc., will be dusted.

### **III. RESTROOMS – Public restrooms will be inspected at least twice daily by day porters and cleaned as needed.**

### **NIGHTLY**

- A. COMMODOES AND URINALS:** Commodes and urinals will be cleaned thoroughly. Seats will be cleaned on both top and bottom. This work will be performed using an acceptable non-pungent germicidal disinfectant solution.
- B. WASHBASINS:** Washbasins will be cleaned and dried inside and outside. Bright metal parts will be dry-shined.

- C. **WASTE RECEPTACLES:** All waste receptacles will be emptied and interiors wiped out. Sanitary napkin waste disposal containers will be emptied, sprayed with an approved disinfectant spray, and wiped dry. The contents of these containers will be emptied into special carryout containers for removal from the premises.
- D. **PAPER PRODUCTS:** Toilet tissue, paper and/or cloth hand towels, facial tissues, liquid hand soap or bar soap, and sanitary napkins will be installed by the cleaner. It will be the Contractor's responsibility to assist the Customer in keeping an accurate inventory of these items. All dispensing units will be kept clean.
- E. **MIRRORS:** Mirrors will be cleaned and dry shined.
- F. **WALLS:** Walls will be spot cleaned to remove water splashes and runs, soap splashes, fingerprints, and smudges. Tex-Wall wall covering will be cleaned according to manufacturer's specifications.
- G. **STALL PARTITIONS:** The tops of all partitions will be dusted. Partition walls will be spot cleaned with a detergent disinfectant solution. Stainless steel partition walls will be kept free of hand prints and water spots by using the appropriate cleaning agent and technique.
- H. **FLOORS:** Loose paper and debris will be swept from floors. Floors will be wet mopped with a detergent disinfectant solution, using a scraper or steel wool pad for stains or adherents.
- I. **AIR-FRESHENERS:** Air-freshener products will be replaced or added to as needed on a daily basis. They will be furnished by the UJS.

#### **MONTHLY**

- A. **FLOORS:** Floors will be machine scrubbed with a detergent disinfectant solution and rinsed thoroughly.
- B. **LAVATORY WALLS AND STALL DIVIDERS:** All tile walls and stall dividers will be cleaned and disinfected.
- C. **HIGH DUSTING:** Ceilings, ceiling vents, and walls will be dusted.

#### **IV. BREAKROOMS**

##### **NIGHTLY**

- A. **TRASH:** Empty Trash containers and damp wipe outside of containers.
- B. **COUNTER TOPS, TABLES, AND CHAIRS:** All counter tops, tables, and chairs are to be damp wiped.
- C. **MICROWAVE:** Clean all microwaves inside and outside.



**D. VENDING MACHINES:** Damp wipe exterior of all vending machines.

**E. FLOORS:** Sweep Floors and damp mop.

**V. STAIRWELLS**

**NIGHTLY**

**A. STEPS AND LANDINGS:** Ceremonial steps and landings will be polished and/or spot swept or vacuumed.

**B. LEDGES AND BANISTERS:** All ledges and banisters will be dusted

**WEEKLY**

**A. STEPS AND LANDINGS:** All steps and landings will be thoroughly vacuumed or swept.

**B. STAIR TREADS:** Stair treads will be wet mopped and risers' spot cleaned to remove shoe polish scuffs.

**VI. ELEVATOR CLEANING**

**NIGHTLY**

**A. CARPET AND TILE FLOORS:** Floors will be vacuumed or swept and mopped on a daily basis. The saddle will be cleaned to remove debris.

**B. WALLS:** All walls, glass, and doors will be spot cleaned and wiped with treated cloths. Stainless steel will be cleaned with approved cleaner.

**WEEKLY**

**A. WALLS:** Walls, glass, interiors doors, exterior doors, and trim will be thoroughly cleaned.

**B. DOOR SADDLES:** Saddles will be wet cleaned.

**VII. BALCONY CLEANING**

**DAILY**

**A. BALCONY:** Balcony will be inspected and left free of debris.

**VIII. FRONT STEPS, TERRACE, MAIN VESTIBULE, AND SIDEWALKS  
ADJACENT TO THE BUILDING**

These areas will be inspected twice daily. All trash will be picked up. The area will be maintained by sweeping, hosing off, or washing with soap and water, whichever is appropriate.

## **IX. FLOOR MAINTENANCE**

### **WEEKLY**

- A. TILE:** All composition floors will be machine cleaned and re-coated if needed with an approved floor finish.

### **QUARTERLY**

- A. TILE:** All composition will be scrubbed, with particular attention given to baseboards and edges.

### **ANNUALLY**

- A. TILE:** All composition floors will be stripped and refinished.

## **X. MISCELLANEOUS**

- A. LIGHTS:** Lights will be turned off as each area is completed, except for designated security lights.
- B. DOORS:** Doors will be locked upon entering the area and double-checked upon completion of duties.
- C. MAINTENANCE DEFICIENCIES:** Any building maintenance or repair problems that the contractor's workers note will be reported on a daily basis to the Customer's designated representative.
- D. HOUSEKEEPING CLOSETS:** Worker's closets will be neat and orderly, reflecting a professional approach to business.
- E. KEY SECURITY:** All keys will be assigned a coded number and secured in a key box.
- F. PARKING DECK:** The parking decks will be cleaned monthly. They will be inspected daily and any trash removed.

## JUDICIAL BUILDING DAY PORTER'S INSIDE WORK SCHEDULE

<u>Time</u>	<u>Duty/Responsible for:</u>
6:00 a.m.	Clock in - Call main office. (use the (Mez) phone only – Walk interior of building and turn on all lights
6:25	Check and restock all rest rooms as needed (WOMEN'S)
6:45	Check and wipe down all public microwaves
7:15	Check all courtrooms, and all common areas: Spot clean glass, sweep as needed
8:15	Wash down entrance areas to building (bird droppings)
9:00	BREAK (15 Minutes)
9:20	Normal Routine: (Main Lobby, 1 <sup>st</sup> , & 2 <sup>nd</sup> , Floors) Police all floors including basement: Spot sweep, remove any and all paper on floors, check men's and ladies rest rooms, paper on floors – wipe counter tops and sink areas – check all trash – spot sweep tile areas as needed. Check all break rooms and kitchen areas on all floors: Spot sweep, remove any and all paper on floors, check men's and ladies rest rooms, paper on floors – wipe counter tops and sink areas – check all trash – spot sweep tile areas as needed.
10:30	Police all rest rooms and restock and spot clean as needed.
11:00	Police and check all rooms – attorney's lounges – and libraries
12:00 Noon	LUNCH
1:00	Check and wipe down all public microwaves, tables & chairs, spot sweep as needed in all breakrooms.
1:20	Check all glass spot clean as needed.
2:00	15 Minute Break
2:15	Check and stock all rest room dispensers (WOMEN'S)
3:00	Call out to Building Manager <u>ALL DUTIES ARE SUBJECT TO CHANGE IF NEEDED BY BLDG MGR</u>

## JUDICIAL BUILDING DAY PORTER'S OUTSIDE WORK SCHEDULE

<u>Time</u>	<u>Duty/Responsible for:</u>
6:00 a.m.	Clock in - Call main office. (use the (Mez) phone only – Walk interior of building and turn on all lights
6:25	Sweep Visitor's Parking Deck, Staff Parking deck, loading dock & police around the building
7:15	Use blower and or sweep to remove leaves/trash outside of building
8:15	Wash down entrance areas to building (bird droppings)
9:00	BREAK (15 Minutes)
9:20	Normal Routine: (2 <sup>nd</sup> & 3 <sup>rd</sup> Floors) Police all floors including basement: Spot sweep, remove any and all paper on floors, check men's and ladies rest rooms, paper on floors – wipe counter tops and sink areas – check all trash – spot sweep tile areas as needed. Check all break rooms and kitchen areas on all floors: Spot sweep, remove any and all paper on floors, check men's and ladies rest rooms, paper on floors – wipe counter tops and sink areas – check all trash – spot sweep tile areas as needed.
10:30	Revisit courtyard and check for all debris, wipe down all tables, empty trash cans, ashtrays and wipe chairs.
11:00	LUNCH
12:00 Noon	Police staff parking deck and dock: Spot Glass doors – Check gym – Men & Women's rest rooms, spot sweep all areas as needed.
1:00	Police outside area around the building remove all trash and debris accumulated Spot any glass that needs to be cleaned.
1:30	Check all break rooms on all floors including basement
2:00	15 Minute Break
2:15	Check and restock all rest room dispensers (MEN'S)
3:00	Call Out BLDG MGR – All duties are subject to change if needed by BLDG MGR